

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain the situation or incident]. It was never my intention to [explain the impact of your actions].

I understand that my actions may have upset you and taken away from your experience, and for that, I am truly sorry. [Express empathy and acknowledge their feelings].

To make amends, I am [explain what you are doing to rectify the situation or any steps you will take to prevent it from happening again].

Thank you for your understanding and patience regarding this matter. I value our relationship and hope to move forward positively.

Sincerely,

[Your Name]
[Your Contact Information]